



## **Anonymous Harassment Report Form**

Discriminatory harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of his or her race, color, gender, national origin, religion, age (40 or over), physical or mental disability, sexual orientation, or because of his or her opposition to discrimination or his or her participation in the discrimination complaint process.

In general, harassment is against the law when it creates an intimidating, hostile, or offensive working environment, or when it interferes with an individual's work performance.

As stated in the ACA Ethics Policy, ACA will not tolerate discrimination or sexual harassment, regardless of whether it occurs in the workplace or in other ACA-affiliated settings. ACA strives to assure that individuals are at all times treated consistently with state law pertaining to discrimination and sexual harassment, including, without limitation, A.R.S. §41-1463.

Your feedback is important. Please provide as much detail as possible so that we can follow up on the incident.

To ensure anonymity, print and deliver this form to ACA Ethics Officer Ken Burns or HR Director Kim Barzar at the ACA offices (100 North 7<sup>th</sup> Avenue Unit 400, Phoenix, AZ 85007).

Alternatively, this form can be delivered electronically using an email address of your choice to [complaints@azcommerce.com](mailto:complaints@azcommerce.com).

### **COMPLAINT DETAILS**